

Client Financial Records

LRDA Number 20101818

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of financial records for clients and/or wards of public guardian's offices. Records include check requests, invoices, statements, check registers, balance sheets, cancelled checks, stop pay forms, stale date check reports, representative payee reports, and positive pay reports, impound forms and burial forms, Account receivable records including but not limited to, daily deposit reports, check reconciliation reports, burial and impound account forms, monthly bank and investment statements, interest apportionment reports, monthly bank reconciliation reports, administrative records including daily exception reports, fraudulent check files, investment/checking fund transfer files, IRS reports, and similar records.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Case Files- Public Guardian & Representative Payee

LRDA Number 20101821

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of case management records for clients and wards consisting of personal, financial, medical, legal documents required to manage the individual and/or individual's property. Records may include but are not limited to referral information, correspondence, case documentation including but not limited to financial, medical, personal information, court documents, case activity fee information, case notes, copies of medical records., originals of wills, birth/marriage certificates, car titles, life insurance policies, receipts, medical insurance cards, ID cards and wage stubs.	Seven (7) calendar years after the termination of the guardianship.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Fees Paid

LRDA Number 20101819

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents fees paid to county treasurer. Fee records include reports and request for refund forms relating to fees remitted to treasurer's office.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Personal Property Liquidation Records

LRDA Number 20101820

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the inventory, sales and proceeds of client/ward's personal property liquidated on electronic/public auction.	Seven (7) fiscal years from the end of the fiscal year in which the property was liquidated.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.

Client/Ward Property Inventory Records

LRDA Number 20101822

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents inventories of client/ward property managed by Public Guardian offices and may contain personal property inventories, vehicle inventories, work orders and inventory sheets.	Seven (7) fiscal years from the end of the fiscal year to which the records pertain.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 253.190, NRS 11.190 (1)(a)(b), NRS 205.4617, NRS 159.179, NAC 239.165	None.